

Early/School-age Care and Education Professional Classes

**REGISTRATION INFORMATION**

**PLEASE REVIEW CAREFULLY!**

The Office of Early Childhood Development, a part of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Spring 2009 Semester – including a pull-out calendar of classes by region
- Additional Educational Opportunities
- Virginia Professional Development Career Lattice – pull-out document

The VDSS training catalog may also be viewed at [http://www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi). These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Religiously exempt child day centers
- Certified preschools
- Head Start programs
- Licensed family day homes
- Family day homes approved by a family day system
- Voluntarily registered family day homes
- Unregulated child care providers paid by local departments of social services
- Public school preschool programs
- Other early/school-age care and education professionals

**REGISTRATION PROCEDURES AND PAYMENT OPTIONS**

**General Information**

- Carefully review the catalog and the registration procedures and payment options.
- Use the fold-out of the Spring 2009 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **fully complete one (1) form per participant**.
- Make a copy of the completed VDSS Class Registration Form for your records before you submit it.
- CCWA will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you.  
WE MUST RECEIVE REGISTRATION SEVEN (7) DAYS PRIOR TO THE CLASS DATE. No late registration will be accepted.
- A \$15 fee will be charged on checks returned for insufficient funds.
- Refreshments will no longer be provided.

**Registration Options**

To Register for Classes by Mail

- Complete the VDSS Class Registration Form (**one per participant**).
- Make a copy of the completed VDSS Class Registration Form for your records before you mail it!
- Mail the form with your payment made payable to:

**COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)**

ATTN: Child Care Classes (NR)  
P.O. Box 85622  
Richmond, VA 23285-5622

Early/School-age Care and Education Professional Classes

**REGISTRATION INFORMATION**

**PLEASE REVIEW CAREFULLY!**

**To Register for Classes by Fax (Credit Card Payments Only!)**

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

**To Register ONLINE (Credit Card Payments Only!)**

- GO TO [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu)
- Click on: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit. (You will receive a confirmation that your registration has been received. This is NOT your confirmation to attend the class. CCWA will mail class confirmation letters and directions after registrations are processed.)

**Attending Classes**

- You must bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- **If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu).**
- **Do not attend the class unless you receive a confirmation letter or verify with CCWA that you are registered.**
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Participants bringing children will not be admitted.

**Refunds**

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

**Cancelled Classes**

Each class is offered on the condition of adequate enrollment; VDSS and CCWA reserve the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. VDSS and CCWA reserve the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities.

**If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.**

**Continuing Education Units (CEUs)**

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.

## TRAINING CLASSES AND FEES FOR SPRING 2009

TOPIC/TITLE	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
Ages and Stages of Development of Preschoolers Ages Three to Five (4 hours)	CHLD 2002	\$10.00	Page 12
Beyond Babble: Exploring Early Language Development (4 hours)	CHLD 2018	\$10.00	Page 12
Building Blocks for Healthy Active Children: Nutrition and Physical Activity (4 hours)	HLTH 2154	\$10.00	Page 13
Child Abuse and Neglect: Recognition and Reporting (4 hours)	CHLD 2015	\$10.00	Page 14
Creating an Age-Appropriate Learning Environment for Preschoolers (4 hours)	CHLD 2003	\$10.00	Page 14
Growing Wild with Your Class (6 hours)	CHLD 2020	\$25.00	Page 15
Guiding the Behaviors of Preschool Children Ages Three to Five (4 hours)	CHLD 2005	\$10.00	Page 15
Health Screening for Child Care Professionals (4 hours)	CHLD 2016	\$10.00	Page 16
Planning Age and Stage Appropriate Activities for Preschoolers (4 hours)	CHLD 2004	\$10.00	Page 16
<b>NEW</b> Preschool Physical Activities: Let's Get Them Moving! (4 hours)	HLTH 2155	\$10.00	Page 17
<b>NEW</b> Promoting Children's Success: Building Relationships and Creating Supportive Environments (5 hours)	CHLD 2024	\$10.00	Page 18
Understanding Temperaments to Help Infants and Toddlers Learn and Develop (4 hours)	CHLD 2017	\$10.00	Page 19
Virginia's Milestones of Child Development (6 hours)	HLTH 2138	\$25.00	Page 20
Working with Children with Attention Deficit Hyperactivity Disorder (ADHD) (6 hours)	HLTH 2156	\$25.00	Page 21

**THIS FORM CANNOT BE SUBMITTED ELECTRONICALLY FROM THE VDSS WEB SITE. FILL OUT, PRINT AND MAIL OR FAX TO CCWA.**

You can either print a copy of the blank form and hand write in the requested information, or you can type the requested information directly into the Registration Form and print it. You cannot save data typed into this form. Mail or fax the completed form(s) to CCWA as directed at the bottom of the form.

## VDSS CLASS REGISTRATION FORM

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Full Middle: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Have you ever attended or been employed by a Virginia community college? ☐ Yes ☐ No If yes, please provide your EMPLID: \_\_\_\_\_

Are you a U.S. citizen? ☐ Yes ☐ No If no, what is your country of citizenship? \_\_\_\_\_

What is your current citizenship status with the United States? ☐ Not in the United States ☐ I am requesting visa status

Residency status: ☐ Alien Permanent ☐ Alien Temporary ☐ Naturalized

Is English your native language? ☐ Yes ☐ No

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City or county of residence: \_\_\_\_\_

Employer business name: \_\_\_\_\_

Employer business phone: ( \_\_\_\_\_ ) \_\_\_\_\_ , extension: \_\_\_\_\_ Business fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Employer business address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Please enroll me in the following early/school-age care and education professional class(es):

Course Number	Registration No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Payment Information

☐ Check (make payable to CCWA)

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder's name (please print): \_\_\_\_\_

Agency / corporate card? ☐ No ☐ Yes Employer name: \_\_\_\_\_ EIN no: \_\_\_\_\_

\*Participant's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Mail** the form with your payment made payable to:

Community College Workforce Alliance (CCWA)  
ATTN: Child Care Classes (NR)  
P.O. Box 85622  
Richmond, VA 23285-5622

**OR**

**Fax** this form with credit card information to: (804) 371-3414.

**For questions, please call CCWA at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu). To view the catalog, visit the Virginia Department of Social Services Web site at [http://www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi).**

\*SSN is required in order to register per Section 6050S of the Restructuring and Reform Act of 1998. The VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.